Providing General Information on the Property Record Card

Before you provide the information and perform the calculations necessary to value a property, you need to identify the parcel and provide general information about it. The front of the residential, agricultural, and commercial and industrial Property Record Cards provide specific areas, shown in Figure 2-4, for recording information about the parcel's:

- identity
- location
- classification
- ownership
- site characteristics

The steps for recording this information are grouped into the following tasks, described in the sections below:

- Task 1—Record identification and classification data for the parcel.
- Task 2—Record the site characteristics of the parcel.

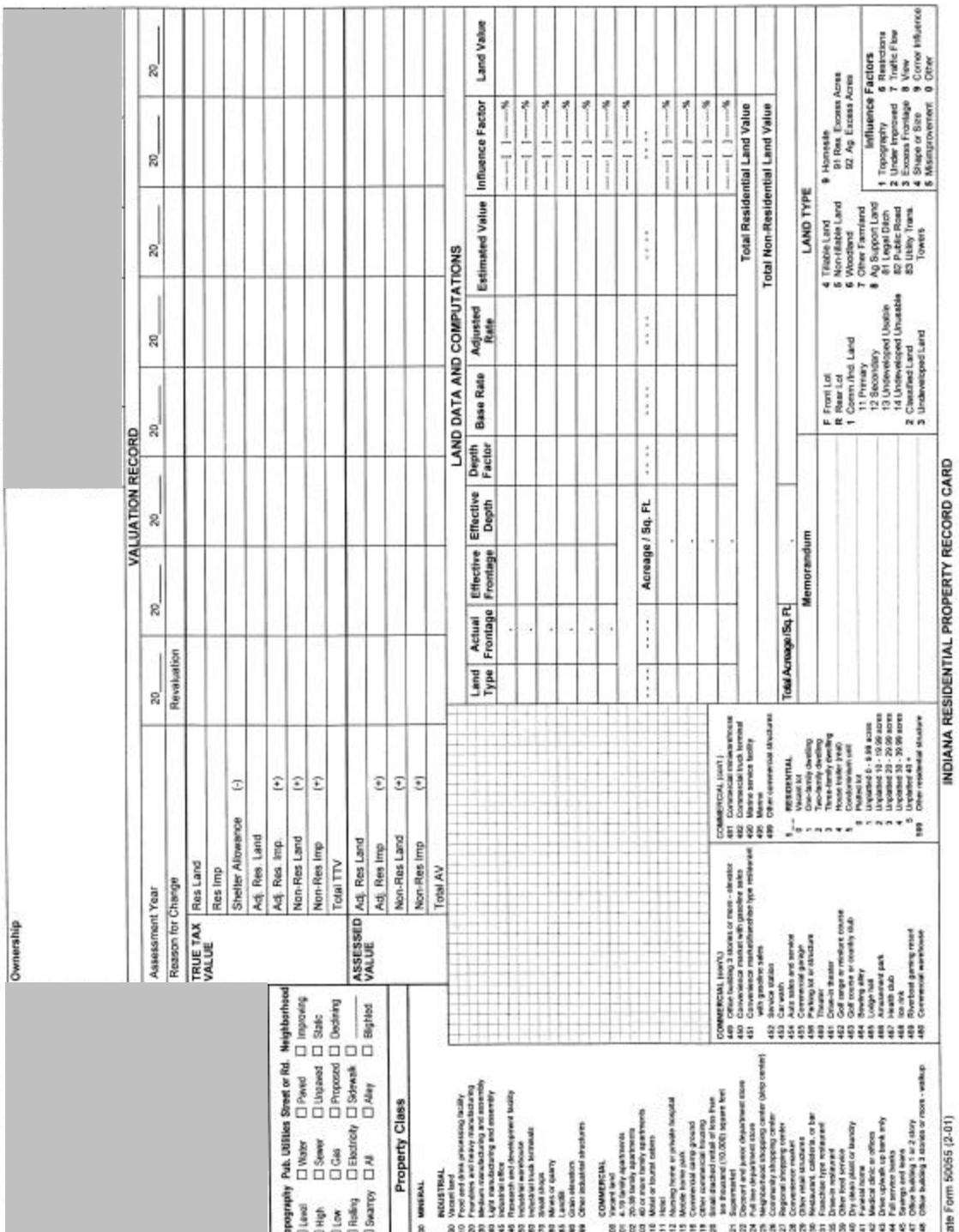

Figure 2-4. Property Record Card Section for Providing General Information About the Parcel

Task 1—Recording Identification and Classification Data

To record identification and classification data for the parcel, perform these steps:

Step 1 In the "Parcel number" cell, enter the parcel number used for taxation purposes.

Step 2 In the "County" cell, enter the county number where the parcel is located.

Step 3 In the "Township" cell, enter the State Board of Tax Commissioners' assigned number for the township where the parcel is located.

Step 4 *If the parcel is located in a corporation*, enter the State Board of Tax Commissioners' assigned number for the corporation in the "Corporation" cell.

Step 5 In the "district cell, enter the State Board of Tax Commissioners' assigned taxing district number for the location of the subject parcel.

Step 6 In the "Section and Plat" cell, enter the county code that represents the specific mapped area of the district where the parcel is located. Letters or numbers may be used.

Step 7 In the "Routing Number" cell, enter the assigned number that matches the parcel's location on a specific map. This number facilitates field inspection.

Note: If there is more than one property card for the parcel, enter the same routing number on each card.

Step 8 In the "Neighborhood Code Number" cell, enter the code number assigned by the township assessor to the parcel's location.

Step 9 "Property Class" is an index to identify the class of property for each individual parcel. Enter a one-digit code for the general property class, and a two-digit suffix code for the subclass. The basis for classification is the predominant current use. All contiguous parcels associated with the main use designation should be coded with the same property subclass codes.

Example: A parcel used for a bank parking lot should have the same property class code of 444 as the parcel containing the bank building. All associated parcel numbers should be listed in a computer accessible memorandum section of the Property Record Card for the main or highest valued parcel. The parcel number of the main or highest valued parcel should likewise be identified on each of the associated parcels. If a parcel is unused, the basis for classification depends on the anticipated use or the use for which the parcel is zoned. When entering the general property class, note that the property class applies to the

entire parcel. Therefore, for multiple card parcels, it is necessary to enter the class only on the card numbered “001”.

Table 2-1 shows the general property class codes. Table 2-2 shows the two-digit subclass codes that fall within each property class.

Table 2-1. Class Codes

This option	Indicates
1	Agricultural taxable land and improvements used primarily for agricultural purposes
2	The legal description is being valued for severed mineral rights at a flat value of sixty dollars ($60) per acre
3	Industrial taxable land and improvements used primarily for manufacturing, processing, or refining foods and materials
4	Commercial taxable land and improvements used for general commercial and recreational purposes
5	Residential taxable land and improvements used primarily for residential purposes
6	Exempt property
8	Taxable land and improvements owned by a public utility company

Table 2-2. Subclass Codes

Class Code 1 Agricultural taxable land and improvements used primarily for agricultural purposes

00	Vacant land	03	Dairy farm	07	Tobacco farm	11	Beef farm
01	Cash grain/general farm	04	Poultry farm	08	Nursery	20	Timber
02	Livestock other than dairy and poultry	05	Fruit & nut farm	09	Greenhouses	99	Other agricultural use
		06	Vegetable farm	10	Hog farm		

Class Code 2 The legal description is being valued for severed mineral rights at a flat value of sixty dollars ($60) per acre

00	Severed mineral rights						

Class Code 3 Industrial taxable land and improvements used primarily for manufacturing, processing, or refining foods and materials

00	Vacant land	30	Medium manufacturing and assembly	46	Research and development facility	70	Small shop
10	Food and drink processing facility	40	Light manufacturing and assembly	50	Industrial warehouse	80	Mine or quarry
20	Foundries and heavy manufacturing	45	Industrial office	60	Industrial truck terminal	85	Landfill
						90	Grain elevator
						99	Other industrial structure

Class Code 4 Commercial taxable land and improvements used for general commercial and recreational purposes

00	Vacant land	25	Neighborhood shopping center (Strip center)	44	Full service banks	60	Theater
01	4 to 19 family apartments	26	Community shopping center	45	Savings and loans	61	Drive-in theater
02	20 to 39 family apartments	27	Regional shopping center	47	Office building (1 or 2 story)	62	Golf range or miniature course
03	40 or more family apartments	28	Convenience market	48	Office building (3 stories or more, walkup)	63	Golf course or country club
10	Motel or tourist cabins	29	Other retail structures	49	Office building (3 stories or more, elevator)	64	Bowling alley
11	Hotel	30	Restaurant, cafeteria, or bar	50	Convenience market with gasoline sales	65	Lodge hall
12	Nursing home and private hospital	31	Franchise-type restaurant	51	Convenience market / franchise-type restaurant with gasoline sales	66	Amusement park
15	Mobile home park	35	Drive-in restaurant	52	Service station	67	Health club
16	Commercial camp ground	39	Other food service	53	Car wash	68	Ice rink
19	Other commercial housing	40	Dry clean plant or laundry	54	Auto sales and service	69	Riverboat gaming resort
20	Small detached retail of less than 10,000 square feet	41	Funeral home	55	Commercial garage	80	Commercial warehouse
21	Supermarket	42	Medical clinic or offices	56	Parking lot or structure	81	Commercial mini-warehouse
22	Discount and junior department store	43	Drive-up/walk-up bank only			82	Commercial truck terminal
24	Full line department store					90	Marine service facility
						95	Marina
						99	Other commercial structures

Class Code 5 Residential taxable land and improvements used primarily for residential purposes

00	Vacant platted lot	15	One family dwelling on unplatted land of 40 or more acres	32	Three family dwelling on unplatted land of 10 to 19.99 acres	44	Mobile or manufactured home on unplatted land of 30 to 39.99 acres
01	Vacant unplatted land of 0 to 9.99 acres	20	Two family dwelling on a platted lot	33	Three family dwelling on unplatted land of 20 to 29.99 acres	45	Mobile or manufactured home on unplatted land of 40 or more acres
02	Vacant unplatted land of 10 to 19.99 acres	21	Two family dwelling on unplatted land of 0 to 9.99 acres	34	Three family dwelling on unplatted land of 30 to 39.99 acres	50	Condominium unit on a platted lot
03	Vacant unplatted land of 20 to 29.99 acres	22	Two family dwelling on unplatted land of 10 to 19.99 acres	35	Three family dwelling on unplatted land of 40 or more acres	51	Condominium unit on unplatted land of 0 to 9.99 acres
04	Vacant unplatted land of 30 to 39.99 acres	23	Two family dwelling on unplatted land of 20 to 29.99 acres	40	Mobile or manufactured home on a platted lot	52	Condominium unit on unplatted land of 10 to 19.99 acres
05	Vacant unplatted land of 40 or more acres						
10	One family dwelling on a platted lot						

Continued on next page.

Class Code 5 *continued*

11	One family dwelling on unplatted land of 0 to 9.99 acres	24	Two family dwelling on unplatted land of 30 to 39.99 acres	41	Mobile or manufactured home on unplatted land of 0 to 9.99 acres	53	Condominium unit on unplatted land of 20 to 29.99 acres
12	One family dwelling on unplatted land of 10 to 19.99 acres	25	Two family dwelling on unplatted land of 40 or more acres	42	Mobile or manufactured home on unplatted land of 10 to 19.99 acres	54	Condominium unit on unplatted land of 30 to 39.99 acres
13	One family dwelling on unplatted land of 20 to 29.99 acres	30	Three family dwelling on a platted lot	43	Mobile or manufactured home on unplatted land of 20 to 29.99 acres	55	Condominium unit on unplatted land of 40 or more acres
14	One family dwelling on unplatted land of 30 to 39.99 acres	31	Three family dwelling on unplatted land of 0 to 9.99 acres			99	Other residential structures

Class Code 6 Exempt property

00	Exempt property owned by the United States of America	40	Exempt property owned by a municipality	80	Exempt property owned by a charitable organization that is granted an exemption	86	Church, chapel, mosque, synagogue, tabernacle, or temple that is granted an exemption
10	Exempt property owned by the State of Indiana	50	Exempt property owned by a board of education	85	Exempt property owned by a religious organization that is granted an exemption	90	Exempt property owned by a cemetery organization that is granted an exemption
20	Exempt property owned by a county	60	Exempt property owned by a park district			99	Other exempt property owned by an organization that is granted an exemption
30	Exempt property owned by a township	70	Exempt property owned by a private academy or college				

Class Code 8 Taxable land and improvements owned by a public utility company

00	Locally assessed vacant utility land	30	Locally assessed property owned by a pipeline company	50	Locally assessed property owned by a sewage company	61	State assessed property owned by a telephone, telegraph, or cable company that constitutes a part of any right-of-way of the distribution system
10	Locally assessed property owned by a bus company	31	State assessed property owned by a pipeline company that constitutes a part of any right-of-way of the distribution system	51	State assessed property owned by a sewage company that constitutes a part of any right-of-way of the collection system	70	Locally assessed property owned by a water distribution company
20	Locally assessed property owned by a light, heat, or power company	40	Locally assessed property owned by a railroad company	60	Locally assessed property owned by a telephone, telegraph, or cable company	71	State assessed property owned by a water distribution company that constitutes a part of any right-of-way of the distribution system
21	State assessed property owned by a light, heat, or power company that constitutes a part of any right-of-way of the light, heat, or power company	41	State assessed operating property owned by a railroad company				

Note: Under class code 8, subclass codes 21, 31, 41, 51, 61, and 71 have a zero value at the local level.

Step 10 In the “Property Address” cell, enter the street address of the parcel (not the parcel’s legal description).

Note: You must enter or correct the address in the field.

Step 11 In the left blank of the “Card No.” cell, enter the number for the Property Record Card. For example, if this card is the first card for the parcel, enter 001, if it is the second card, enter 002, and so forth.

Note: When you have completed all of the Property Record Cards for the parcel, enter the total number of cards in the right blank of the “Card No.” cell. For example, the third card of four cards is labeled “Card No. 003 of 004.”

Step 12 In the “Transfer of Ownership” section, record ownership information that is subsequent to the ownerships preprinted on the Property Record Card. Record information about each grantee and transfer in a separate row:

a. In the “Date” column, enter the date of the parcel transfer.

b. In the “Grantee” column, enter the name and address of the party to whom the parcel was transferred.

c. In the “Sale Price” column, enter the sale price as indicated on the Sales Disclosure Form.

d. In the “Owner Occupied” column, on the agricultural or residential property record card, place a check in the “Yes” box if owner occupied, or place a check in the “No” box if not owner occupied.

Task 2—Recording the Site Characteristics

To record the parcel’s general site characteristics, perform these steps:

Step 1 In the “Topography” section, place a check in the check boxes for the terms that describe the terrain of the site in terms of its suitability for use. Table 2-3 describes the topography options.

Table 2-3. Topography Options

This option	Indicates a site
Level	Approximately at street level and relatively flat.
Level and High	Higher than street level, but relatively flat and otherwise appearing suitable for use with minimal extraordinary site preparation.
High	Higher than street level and sloping enough to require extraordinary site preparation. Undeveloped land checked “High” may require a value adjustment. Improved land may require a value adjustment depending on the extent to which the detriment to value remains.
Low	Lower than street level and sloping enough to require extraordinary site preparation.
High and Low	Exhibiting both “High” and “Low” characteristics.
Rolling	With undulating terrain that may require extraordinary site preparation, depending on the use of the site.
Swampy	Subject to holding water and not readily drainable. If this condition applies to a portion of the parcel, insert “p” (for part) instead of a check, and place checks in the check boxes that describe the rest of the site.

Step 2 In the “Public Utilities” section, place a check in the check boxes for the site services provided by public utility companies and governmental jurisdictions, such as water, sewer, gas and electricity. Follow these guidelines:

- Place a check in the check boxes for each of the services provided, whether or not the service is being used.
- If all of the utilities are available, place a check in the “All” check box instead of checking the individual items.

Step 3 In the “Street or Rd.” section, place a check in the check boxes for the characteristics of the primary fronting street or road, or the street or road that provides the most immediate access. Table 2-4 describes the street or road options.

Table 2-4. Street or Road Options

This option	Indicates
Paved	A concrete, blacktop, or comparably improved street or road
Unpaved	A dirt or comparably unimproved street or road
Proposed	A street or road does not exist, but is planned and approved for the future
Sidewalk	The parcel is served by a paved sidewalk available for public use
Alley	The parcel is served by an alley

Step 4 In the “Neighborhood” section, place a check in the check box for the option that best describes the life cycle stage most characteristic of the neighborhood where the parcel is located. Table 2-5 describes the neighborhood options.

Table 2-5. Neighborhood Options

This option	Indicates
Improving	A stage of development evidenced by increasing desirability
Static	A condition of equilibrium evidenced by little change
Declining	A stage of disintegration evidenced by decreasing desirability
Blighted	A marked decline characterized by structural deterioration and environmental deficiencies

Valuing Platted Lots

This section describes how to value platted lots. Before you can value platted lots, you need to understand the following topics, which are addressed in this section:

- how the township assessor establishes base rates for platted lots
- how to establish the effective frontage and depth for a platted lot
- how to determine the depth factor for a platted lot
- how to determine any influence factors for a platted lot.

The rest of this section describes how to complete the "Land Data and Computations" section of the Property Record Card in order to determine the true tax value of a platted lot.

Establishing Base Rates for Platted Lots

Using the neighborhood information contained on the land value maps, the assessor calculates the indicated front foot values for each platted lot in a neighborhood by performing the steps below:

Note: Indicated front foot values refer to the preliminary determination of front foot values before the township assessor has finalized his or her recommendations to the Property Tax Assessment Board of Appeals.

Step 1 Determine the value of the lot from the analyzed information on the map.

Step 2 Determine the depth factor for the lot. Instructions are provided in the section ***Determining Depth Factors for Platted Lots*** in this chapter.

Step 3 To determine the adjusted value, divide the value of the lot (determined in Step 1) by the depth factor for the lot (determined in Step 2):

Adjusted value = Lot value ÷ Depth factor

Step 4 Determine the effective front footage of the lot. Instructions are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 5 To obtain the indicated front foot value for the lot, divide the adjusted value (obtained in Step 3) by the effective front footage of the lot (determined in Step 4):

Indicated front foot value = Adjusted value ÷ Effective front footage

The township assessor then uses the indicated front foot values calculated for the lots in a neighborhood to determine the base rate per front foot for the area.

The following examples illustrate how to calculate and analyze indicated front foot values. As you review these examples, keep in mind that the process of determining front foot values and base rates often is not exact. It is exact only when the selling price is known. By analyzing sales disclosure forms and

estimations of value from the neighborhood, the assessor can determine a 1999 land value estimate to use.

Example 1: Neighborhood #1 is platted with all lots measuring 60 feet by 120 feet. Since the standard depth for the area is 120 feet, the depth factor is 1.00. The estimates from the sales data sheet indicate that the value for an improved lot is approximately $6,000. The calculation for the indicated front foot value is :
$6,000 ÷ 1.00 = $6,000 ÷ 60′ = $100.

Because all of the lots in this neighborhood are the same, the base rate in Neighborhood #1 is $100 per front foot.

Example 2: Neighborhood #2 has a mixture of various sized lots with the typical lot identified as 60 feet by 150 feet. The standard depth is 150 feet, and the assessor has determined the base lot value to be $9,000.

- Lot #1 measures 60 feet by 150 feet. Therefore, it's depth factor is 1.00. It is valued at $9,000. Its indicated front foot rate is:
  $9,000 ÷ 1.00 = $9,000 ÷ 60′ = $150.
- Lot #12 measures 70 feet by 160 feet. Its depth factor is 1.03. It is valued at $10,200. Its indicated front foot rate is:
  $10,200 ÷ 1.03 = $9,903 ÷ 70′ = $141.47.
- Lot #23 measures 80 feet by 200 feet. Its depth factor is 1.11. It is valued at $12,200. Its indicated front foot rate is:
  $12,200 ÷ 1.11 = $10,991 ÷ 80′ = $137.39.

In Neighborhood #2, the range of values is somewhat narrow. The township assessor's first obligation is to establish a base value and rate for the typical lot. In this example, the typical lot is 60 feet by 150 feet, with a base lot value of $9,000 and an indicated base rate of $150. This base rate is the rate that should be established for Neighborhood #2. The lots that are different from the base lot should be analyzed for specific influence factors. The criteria necessary to identify specific influence factors should be determined by the township assessor and reported to the Property Tax Assessment Board of Appeals.

Example 3: Overlook Valley is a platted subdivision with some lots on a bluff overlooking a lake. Other lots are not on the lake. During the analysis of recent sales, the assessor finds three distinct land value areas within the subdivision. Lot #1 through Lot #25 overlook the lake and have an analyzed land value of $60,000. Lot #26 through Lot #56 are located across the street from the lake lots and have an analyzed land value of $35,000. Lot #57 through Lot #80 are located nearest the state highway and have an analyzed land value of $20,000. The typical lot size in the subdivision is 100 feet by 120 feet. However, Lot #1 through Lot #25 are 80 feet by 175 feet.

The township assessor has decided that the difference in base lot size and base lot value is significant and warrants the division of the subdivision into two separate neighborhoods. Lot #1 through Lot #25 are designated as Neighborhood #3. Lot #26 through Lot #80 are designated as Neighborhood #4.

- Neighborhood #3 has a base lot size of 80 feet by 175 feet. The standard lot for the area is 175 feet and the depth factor is 1.00. The indicated front foot

rate is:
$60,000 ÷ 1.00 = $60,000 ÷ 80′ = $750.00.

- Neighborhood #4 has a base lot size of 100 feet by 120 feet. The analyzed land values of the neighborhood range from $35,000 to $20,000. The depth factor for Neighborhood #4 is 1.00. For Lot # 26 through Lot #56 with lots valued at $35,000, the indicated front foot rate is:
  $35,000 ÷ 1.00 = $35,000 ÷ 100′ = $350.00.
  For Lot #57 through Lot #80 with lots valued at $20,000, the indicated front foot rate is:
  $20,000 ÷ 1.00 = $20,000 ÷ 100′ = $200.00.

In this example, the assessor developed a range of base rates for Neighborhood #4—$200 for the low rate and $350 for the high rate.

Establishing the Effective Frontage and Depth of Platted Lots

The front foot method is the method generally used to value platted lots. When determining a lot's size using the front foot method, the following criteria must be met:

- Prior to establishing the size of the lot, the scale of the plat must be established.
- The effective frontage and depth must form right angles.
- The depth lines must be parallel to each other.
- The frontage line must be perpendicular to the depth lines.

Of course, actual lots do not necessarily meet these criteria. This section discusses how to calculate the effective frontage and effective depth of actual lots in order to calculate land value using the front foot method. Sample lot shapes are shown to help guide you. When you calculate the effective frontage and depth for an irregularly shaped lot, you should show your calculations on the property record card or an attachment.

Type 1 Lot

The Type 1 lot is known as a 100% lot. The characteristics of a 100% lot are:

- The vertical lines of the lot form right angles with the horizontal lines of the lot.
- There are no lines in the lot that do not form a 90° angle.
- The narrowest portion of this type of lot is usually the frontage.

Example: The lot shown in Figure 2-5 has an actual frontage of 50 feet, an effective frontage of 50 feet, and an effective depth of 100 feet.

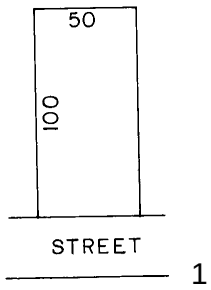

Figure 2-5. Example of a 100% Platted Lot

Type 2 Lot

The Type 2 lot is similar to a 100% lot, except that the rear line of the lot is not perpendicular to the depth lines. The actual and effective frontage are the same. To determine the effective depth of this type of lot, perform the following steps:

Step 1 Add the length of the two sides.

Step 2 Divide the total by two to determine the average depth.

Example: The lot shown in Figure 2-6 has an actual frontage of 50 feet, an effective frontage of 50 feet, and an effective depth of 117 feet (100′ + 134′ = 234′ ÷ 2 = 117′).

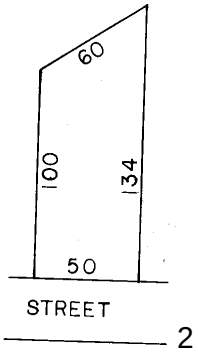

Figure 2-6. Example of a Type 2 Platted Lot

Type 3 Lot

For the Type 3 lot, shown in Figure 2-7, the frontage is the line that is perpendicular to the depth lines. For this type of lot, you must draw additional lines (shown as dashed lines in the example) to establish an accurate effective depth. Use of the 100 foot side line as the depth fails to account for the rear portion of the lot. Therefore, you must draw an additional depth line (the dashed line perpendicular to the frontage).

To find the effective depth of the lot, perform the following steps:

Step 1 Calculate the average depth of each section.

Step 2 Calculate the width percentage of each section to the total width of the lot.

Step 3 Multiply the width percentage for each section calculated in Step 2 by the average length of each section.

Step 4 Add the results for each section calculated in Step 3 to determine the weighted average length of the subject lot.

Example: The lot shown in Figure 2-7 demonstrates how to draw additional depth lines. In this case only one additional depth line is necessary. The lot has an actual frontage of 70 feet (two sections of 35 feet), an effective frontage of 70 feet (two sections of 35 feet), and an effective depth of 120 feet.

Average depth Section 1 = 100′ + 140′ = 240′ ÷ 2 = 120′

Average depth Section 2 = 100′ + 140′ = 240′ ÷ 2 = 120′

Width % Section 1 = 35′ ÷ 70′ = .5 or 50%

Width % Section 2 = 35′ ÷ 70′ = .5 or 50%

Width % x Avg Length Section 1 = .50 x 120′ = 60′

Width % x Avg Length Section 2 = .5 x 120′ = 60′

Effective depth = 60′ + 60′ = 120′

Follow these guidelines when drawing additional depth lines to establish an accurate effective depth:

- Draw lines for establishing depth perpendicular to the frontage line.
- Draw these parallel lines with equal increments between them.
- Draw the lines to scale to make computation easier.

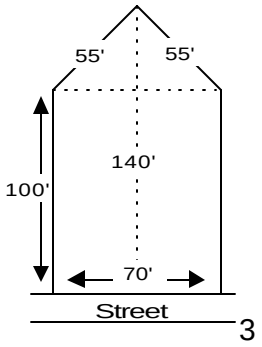

Figure 2-7. Example of a Type 3 Platted Lot

Type 4 Lot

The Type 4 lot, shown in Figure 2-8 is a more complicated variation of the lot shown in Figure 2-7. The shape of this lot requires more depth lines in order to calculate the effective depth. Notice that the depth lines meet the criteria described in the previous section—they are perpendicular to the frontage, parallel to each other, drawn to scale.

The example lot has:

- an actual frontage of 80 feet (four sections of 20 feet)
- an effective frontage of 80 feet (four sections of 20 feet)
- an effective depth of 88 feet.

Average depth Section 1 = 70′ + 80′ = 150′ ÷ 2 = 75′

Average depth Section 2 = 80′ + 90′ = 170′ ÷ 2 = 85′

Average depth Section 3 = 90′ + 100′ = 190′ ÷ 2 = 95′

Average depth Section 4 = 100′ + 90′ = 190′ ÷ 2 = 95′

Width % Section 1 = 20′ ÷ 80′ = .25 or 25%

Width % Section 2 = 20′ ÷ 80′ = .25 or 25%

Width % Section 3 = 20′ ÷ 80′ = .25 or 25%

Width % Section 4 = 20′ ÷ 80′ = .25 or 25%

Width % x Avg. Length Section 1 = .25 x 75′ = 18.75′

Width % x Avg. Length Section 2 = .25 x 85′ = 21.25′

Width % x Avg. Length Section 3 = .25 x 95′ = 23.75′

Width % x Avg. Length Section 4 = .25 x 95′ = 23.75′

Effective depth = 18.75′ + 21.25′ + 23.75′ + 23.75′ = 87.50′

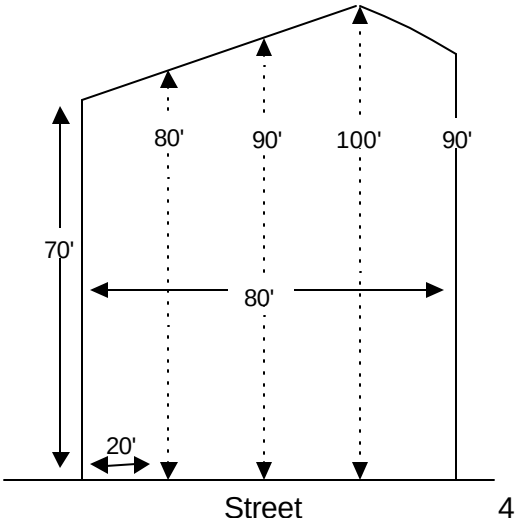

Figure 2-8. Example of a Type 4 Platted Lot

Type 5 Lot

The Type 5 lot, shown in Figure 2-9, is a right triangle with the base of the triangle located at the street. There are only two perpendicular lines. When any lot or portion of a lot forms a right triangle, and the base is on the street, use the following guidelines:

- Apply a percentage factor to establish the effective frontage.
- The actual frontage is the line that runs parallel to the street.
- Use a factor of 65% to determine the effective frontage.
- The depth is the line that is perpendicular to the frontage.

To calculate the effective frontage of such a lot, multiply the actual frontage by the percentage factor:

Effective frontage = Actual frontage x Percentage factor

The example lot has:

- an actual frontage of 100 feet
- an effective frontage of 65 feet (100′ x .65 = 65′)
- an effective depth of 100 feet.

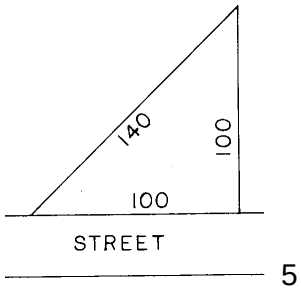

Figure 2-9. Example of a Type 5 Platted Lot

Type 6 Lot

The Type 6 lot, shown in Figure 2-10, is a right triangle with the apex of the triangle located at the street. There are only two perpendicular lines. When any lot, or a portion of a lot, forms a right triangle, and the apex is on the street:

- Apply a percentage factor to establish the effective frontage.
- The actual frontage is zero.
- Use a factor of 35% to determine the effective frontage.
- The depth is the line that is perpendicular to the frontage.

To calculate the effective frontage, multiply the actual length of the rear line by the percentage factor:

Effective frontage = Rear line x Percentage factor

The example lot has:

- an actual frontage of 0 feet
- an effective frontage of 18 feet (50′ x .35 = 17.5′)
- an effective depth of 110 feet.

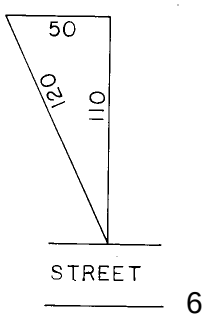

Figure 2-10. Example of a Type 6 Platted Lot

Type 7 Lot

In the Type 7 lot, shown in Figure 2-11, the width lines are parallel. However, the depth lines are not parallel to each other and are not perpendicular to the frontage line.

In such a case, first draw depth lines that are parallel to the frontage and to scale. Drawing depth lines results in the creation of three figures within this lot—two right triangles with the bases of both located on the street and one 100% lot.

To calculate the effective frontage of such a lot, perform these steps:

Step 1 To determine the actual frontage of the two triangles, subtract the width of the 100% lot from the actual front footage:

Actual frontage of triangles = Actual frontage – Width of 100% lot

Step 2 To determine the effective frontage of the two triangles, multiply the actual frontage of the triangles by the percentage factor of 65%:

Effective frontage of triangles = Actual frontage of triangles x .65

Step 3 To determine the effective frontage of the lot, add the effective frontage of the triangle and the effective frontage of the 100% lot:

Effective frontage of lot = Effective frontage of triangles + Effective frontage of 100% lot

The example lot has:

- an actual frontage of 140 feet
- an effective frontage of 112 feet (140′ – 60′ = 80′ x .65 = 52′ + 60′ = 112′)
- an effective depth of 105 feet.

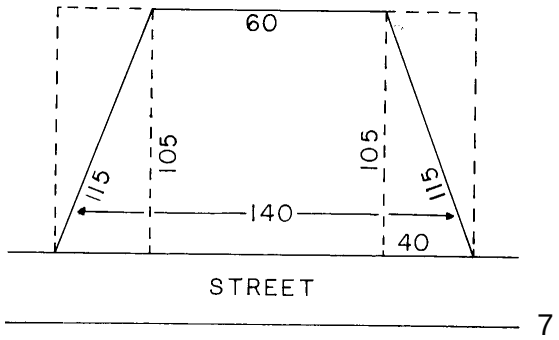

Figure 2-11. Example of a Type 7 Platted Lot

Type 8 Lot

The Type 8 lot, shown in Figure 2-12, is the reverse of the Type 7 lot shown in Figure 2-11. The width lines are parallel, but the longest width is at the rear. The depth lines are not parallel to each other and not perpendicular to the frontage line.

In such a case, first draw depth lines that are parallel to the frontage and to scale. Drawing depth lines creates three figures within the lot—two triangles with the apex on the street and one 100% lot. To calculate the effective frontage of such a lot, perform these steps:

Step 1 To determine the actual frontage of the two triangles, subtract the width of the 100% lot from the actual width of the lot at its widest section:

Actual frontage of triangles = Actual frontage – Width of 100% lot

Step 2 To determine the effective frontage of the two triangles, multiply the width of the triangles by the percentage factor of 35%:

Effective frontage of triangles = Actual frontage of triangles x .35

Step 3 To determine the effective frontage of the lot, add the effective frontage of the triangles and the effective frontage of the 100% lot:

Effective frontage of lot = Effective frontage of triangles + Effective frontage of 100% lot

The example lot has:

- an actual frontage of 50 feet
- an effective frontage of 68 feet (100′ – 50′ = 50′ x .35 = 17.5′ + 50′ = 67.5′)
- an effective depth of 105 feet.

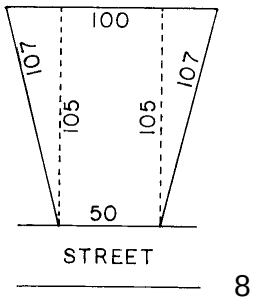

Figure 2-12. Example of a Type 8 Platted Lot

Type 9 Lot

The lot shown in Figure 2-13 does not have any two lines perpendicular or parallel. The line that is parallel to the street is the frontage.

For such a lot, use the frontage line to square the lot. Draw depth lines perpendicular to the frontage and to scale. Also, draw a width line parallel to the frontage and perpendicular to the depth lines. Drawing the dashed lines creates four figures.

To calculate the effective depth of this type of lot, perform the following steps:

Step 1 Add the length of the two depth lines.

Step 2 Divide the total by two to determine the average depth.

To calculate the effective frontage, perform the following steps:

Step 1 To calculate the effective front footage of the triangle with the apex at the rear of the lot, multiply the length of the base of the triangle by the percentage factor of 65%:

Effective frontage of triangle = Length of base of triangle x .65

Step 2 To calculate the effective front footage of the triangle with the apex at the front of the lot, multiply the length of the base of the triangle by the percentage factor of 35%:

Effective frontage of triangle = Length of base of triangle x .35

Step 3 To calculate the effective front footage of the lot, add the effective front footage of the 100% lot to the effective front footage of the two triangles:

Effective frontage of lot = Effective frontage of triangles + Effective Frontage of 100% lot

The example lot has:

- an actual frontage of 130 feet
- an effective frontage of 132 feet ((20′ x .65 = 13′) + (25′ x .35 = 8.75′) = 21.75′ + 110′ = 131.75′))
- an effective depth of 95 feet (100 + 90 = 190 ÷ 2).

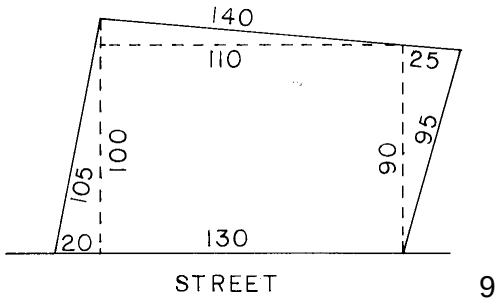

Figure 2-13. Example of a Type 9 Platted Lot

Type 10 Lot

The Type 10 lot, shown in Figure 2-14, is a double entry lot. The lines are perpendicular and parallel. By drawing a dashed line, two figures are formed within the lot.

For this type of lot, record two frontages and two depths. Determine the effective frontage and effective depth of each area of the lot as you would for a 100% lot.

The left portion of the example lot has:

- an actual frontage of 50 feet
- an effective frontage of 50 feet
- an effective depth of 100 feet.

The right portion of the lot has:

- an actual frontage of 20 feet
- an effective frontage of 20 feet
- an effective depth of 140 feet.

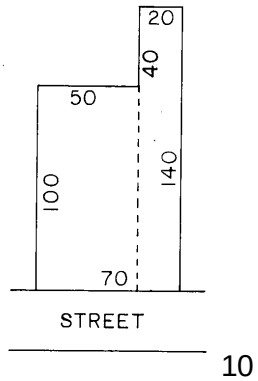

Figure 2-14. Example of a Type 10 Platted Lot

Type 11 Lot

Lot 2 in Figure 2-15 is a double entry lot. It differs from the lot in Figure 2-14 because it has a 50 feet by 50 feet portion at the rear of Lot 3 that has no street frontage. This area is called a rear lot. A rear lot is noted on the Property Record Card by placing an “R” in the “Land Type” section of the Property Record Card.

The rear portion of Lot 2 (the rear lot), located behind Lot 3, has:

- an actual frontage of 0 feet
- an effective frontage of 50 feet
- an effective depth of 50 feet.

The left portion of Lot 2 (the front lot) has:

- an actual frontage of 50 feet
- an effective frontage of 50 feet
- an effective depth of 200 feet.

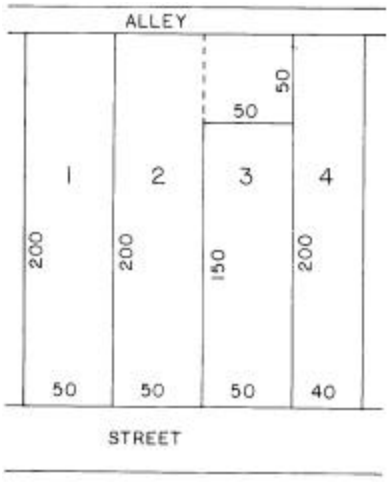

Figure 2-15. Example of a Type 11 Platted Lot

Type 12 Lot

The Type 12 lot, shown in Figure 2-16, is a cul-de-sac lot. To determine the effective frontage of such a lot, follow these steps:

Step 1 Establish the gross width of the lot by finding and measuring the widest part of the lot (185 feet in the example).

Step 2 Draw lines for a 100% lot so that it encompasses the area most likely to include the dwelling.

Step 3 Draw and measure lines perpendicular to the gross width lines and to scale. Determine the effective frontage of the 100% lot.

Step 4 The remainder of the lot forms two triangles with their apex on the street. To determine the effective frontage of the remainder of the lot, subtract the width of the 100% lot from the gross width line of the lot and multiply by a percentage factor of .35:

Effective frontage = (Gross width line of lot) – (Width of100% lot) x .35
of remainder

Step 5 To calculate the effective frontage of the lot, add the width of the 100% lot to the effective frontage of the remainder of the lot:

Effective frontage of lot = Width of 100% lot + Effective frontage of remainder

To determine the effective depth of the lot, follow these steps:

Step 1 Add the length of the two depth lines.

Step 2 Divide the total by two to determine the average depth.

The example lot has:

- an actual frontage of 120 feet
- an effective frontage of 143 feet (The gross width is 185 feet and the width of the 100% lot is 120 feet.)
  (185′ – 120′ = 65′ x .35 = 22.75′ + 120′ = 142.75′).
- an effective depth of 163 feet (150′ + 175′ = 325′ ÷ 2 = 162.5′).

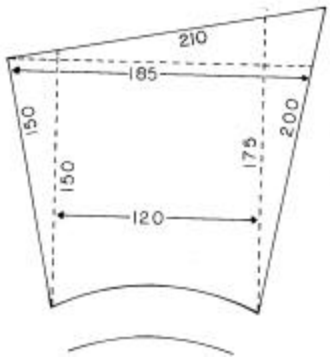

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Figure 2-16. Example of a Type 12 Platted Lot

Determining Depth Factors for Platted Lots

Each township assessor must designate the base lot size for each neighborhood identified on the land value map. If the majority of the lots are platted at 50 feet by 150 feet, the base lot size for the area is 50 feet by 150 feet. The establishment of the base lot creates the standard against which all other lots within the neighborhood are compared.

The depth factor is a multiplier that you apply to a unit land value to adjust the value of a particular lot to account for the depth of the lot. The depth table adjusts the lot value of those lots that have either less depth or more depth than the standard established for the neighborhood. Table 2-6 through Table 2-8 contain the lot depth tables for platted lots. The depth tables let you select the appropriate depth factor for a lot. Select the depth table corresponding to the

standard lot depth for the neighborhood to determine the appropriate depth factor for a lot.

The process for determining the depth factor of a front lot is different from the process of determining the depth factor for a rear lot.

To determine the depth factor for a ***front lot***, perform the following steps:

Step 1 Determine the effective depth of the entire lot.

Step 2 In Table 2-6 through Table 2-8, locate the lot depth table that corresponds to the standard lot depth determined for the neighborhood**.**

Step 3 In the "Depth" column in the selected depth table, locate the row corresponding to the effective depth of the lot (in feet).

Step 4 Find the intersection of the selected row (effective depth) and the "Factor" column. Note the number—the depth factor for the lot.

The depth factor for the ***rear lot*** must be manually entered. To determine the depth factor of a ***rear lot***, perform the following steps:

Step 1 Determine the overall depth of the lot by measuring from the street to the rear of the rear lot.

If you have not already done so, determine the effective depth of the front lot.

Step 2 In Table 2-6 through Table 2-8, locate the lot depth table that corresponds to the standard lot depth determined for the neighborhood**.**

Step 3 In the "Depth" column in the selected depth table, locate the overall depth of the lot.

Step 4 Find the intersection of the selected row (overall depth) and the "Factor" column. Note the number that you find—the overall depth factor.

Step 5 In the selected depth table, locate the effective depth of the front lot.

Step 6 Find the intersection of the selected row (effective depth of the front lot) and the "Factor" column. Note the number—the front lot depth factor.

Step 7 To determine the depth factor of the rear lot, subtract the front lot depth factor (determined in Step 6) from the overall depth factor (determined in Step 4):

Rear lot depth factor	=	Overall depth factor	-	Front lot depth factor

To use the depth factor to calculate the value of a parcel that has a depth different from the standard depth in the area, multiply the base rate by the depth factor:

Adjusted rate = Base rate x Depth factor

Example 1: The standard lot for Neighborhood #6 is 100 feet by 150 feet deep. Lot #1 is 100 feet wide by 125 feet deep. The base rate in the area is $100. In the lot depth table for 150 feet standard depth, locate 125 feet and the corresponding depth factor (.92). To determine the adjusted value of Lot #1, multiply the base rate by the depth factor ($100 x .92 = $92). Then, multiply the adjusted rate by the front footage ($92 x 100′ = $9,200).

Example 2: Lot #10 is located in Neighborhood #6 and is 100 feet by 150 feet. It is considered a rear lot because it sits directly behind Lot #1 and has no street access. The overall depth of both Lot #1 and Lot #10 is 300 feet. In the lot depth table for 150 feet standard depth, locate 300 feet and the corresponding depth factor (1.16). The depth factor for Lot #10 represents the difference between the overall depth factor (1.16) and the depth factor (.92) of the front lot. The calculated depth factor (1.16 - .92 = .24) is the depth factor for Lot #10. To determine the adjusted value of Lot #10, multiply the base rate by the depth factor ($100 x .24 = $24). Then, multiply the adjusted rate by the front footage ($24 x 100’ = $2,400).

Note: If the depth of the subject lot lies between two of those published on the chart, choose the lower depth factor of the two.

Table 2-6. Lot Depth Tables (100 and 120 Feet Standard Depth)

100 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
1	.07	51	.74	101	1.00	151	1.14
2	.09	52	.75	102	1.01	152	1.15
3	.11	53	.75	103	1.01	153	1.15
4	.13	54	.76	104	1.01	154	1.15
5	.15	55	.77	105	1.01	155	1.15
6	.17	56	.78	106	1.02	156	1.15
7	.19	57	.78	107	1.02	157	1.16
8	.21	58	.79	108	1.02	158	1.16
9	.23	59	.79	109	1.03	159	1.16
10	.25	60	.80	110	1.03	160	1.16
11	.27	61	.81	111	1.03	161	1.16
12	.29	62	.81	112	1.03	162	1.17
13	.31	63	.82	113	1.04	163	1.17
14	.33	64	.82	114	1.04	164	1.17
15	.35	65	.83	115	1.04	165	1.17
16	.37	66	.84	116	1.05	166	1.17
17	.38	67	.84	117	1.05	167	1.17
18	.40	68	.85	118	1.05	168	1.18
19	.41	69	.85	119	1.06	169	1.18
20	.43	70	.86	120	1.06	170	1.18
21	.44	71	.87	121	1.06	175	1.18
22	.46	72	.87	122	1.07	180	1.19
23	.47	73	.88	123	1.07	185	1.20
24	.49	74	.88	124	1.07	190	1.20
25	.50	75	.89	125	1.08	195	1.21
26	.51	76	.89	126	1.08	200	1.21
27	.52	77	.90	127	1.08	205	1.21
28	.53	78	.90	128	1.08	210	1.21
29	.54	79	.91	129	1.09	215	1.21
30	.55	80	.91	130	1.09	220	1.22
31	.56	81	.92	131	1.09	225	1.22
32	.57	82	.92	132	1.10	230	1.22
33	.58	83	.93	133	1.10	235	1.22
34	.59	84	.93	134	1.10	240	1.23
35	.60	85	.94	135	1.10	250	1.23
36	.61	86	.94	136	1.11	260	1.24
37	.62	87	.95	137	1.11	270	1.24
38	.63	88	.95	138	1.11	280	1.25
39	.64	89	.96	139	1.12	290	1.25
40	.65	90	.96	140	1.12	300	1.26
41	.66	91	.96	141	1.12	310	1.26
42	.67	92	.97	142	1.12	320	1.27
43	.67	93	.97	143	1.13	330	1.27
44	.68	94	.98	144	1.13	340	1.28
45	.69	95	.98	145	1.13	350	1.28
46	.70	96	.98	146	1.13	360	1.29
47	.71	97	.99	147	1.14	370	1.29
48	.71	98	.99	148	1.14	380	1.30
49	.72	99	1.00	149	1.14	390	1.30
50	.73	100	1.00	150	1.14	400	1.31

120 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
1	.03	51	.65	101	.91	151	1.12
2	.05	52	.65	102	.92	152	1.12
3	.08	53	.66	103	.92	153	1.12
4	.10	54	.66	104	.93	154	1.12
5	.13	55	.67	105	.93	155	1.13
6	.15	56	.68	106	.94	156	1.13
7	.17	57	.68	107	.94	157	1.13
8	.19	58	.69	108	.95	158	1.13
9	.21	59	.69	109	.95	159	1.14
10	.24	60	.70	110	.96	160	1.14
11	.26	61	.71	111	.96	161	1.14
12	.27	62	.71	112	.97	162	1.14
13	.29	63	.72	113	.97	163	1.15
14	.31	64	.73	114	.97	164	1.15
15	.33	65	.73	115	.98	165	1.15
16	.35	66	.74	116	.98	166	1.15
17	.36	67	.75	117	.99	167	1.15
18	.38	68	.75	118	.99	168	1.16
19	.40	69	.76	119	1.00	169	1.16
20	.41	70	.76	120	1.00	170	1.16
21	.42	71	.77	121	1.00	175	1.17
22	.43	72	.78	122	1.01	180	1.18
23	.44	73	.78	123	1.01	185	1.19
24	.45	74	.79	124	1.02	190	1.20
25	.46	75	.79	125	1.02	195	1.21
26	.47	76	.80	126	1.03	200	1.22
27	.48	77	.80	127	1.03	205	1.22
28	.48	78	.81	128	1.03	210	1.23
29	.49	79	.81	129	1.04	215	1.23
30	.50	80	.82	130	1.04	220	1.23
31	.51	81	.82	131	1.05	225	1.23
32	.52	82	.83	132	1.05	230	1.24
33	.53	83	.83	133	1.05	235	1.24
34	.53	84	.84	134	1.06	240	1.24
35	.54	85	.84	134	1.06	250	1.25
36	.55	86	.85	136	1.07	260	1.25
37	.56	87	.85	137	1.07	270	1.25
38	.57	88	.86	138	1.07	280	1.25
39	.57	89	.86	139	1.08	290	1.26
40	.58	90	.87	140	1.08	300	1.26
41	.59	91	.87	141	1.08	310	1.26
42	.59	92	.87	142	1.09	320	1.26
43	.60	93	.88	143	1.09	330	1.27
44	.60	94	.88	144	1.09	340	1.27
45	.61	95	.89	145	1.10	350	1.27
46	.62	96	.89	146	1.10	360	1.27
47	.62	97	.90	147	1.10	370	1.28
48	.63	98	.90	148	1.11	380	1.28
49	.63	99	.91	149	1.11	390	1.28
50	.64	100	.91	150	1.11	400	1.28

Table 2-7. Lot Depth Tables (132 and 150 Feet Standard Depth)

132 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
1	.03	51	.62	101	.89	151	1.06
2	.05	52	.63	102	.90	152	1.06
3	.07	53	.64	103	.90	153	1.06
4	.09	54	.64	104	.90	154	1.07
5	.10	55	.65	105	.91	155	1.07
6	.12	56	.66	106	.91	156	1.07
7	.13	57	.66	107	.91	157	1.07
8	.15	58	.67	108	.92	158	1.08
9	.17	59	.68	109	.92	159	1.08
10	.19	60	.69	110	.93	160	1.08
11	.20	61	.69	111	.93	161	1.08
12	.21	62	.70	112	.94	162	1.09
13	.23	63	.70	113	.94	163	1.09
14	.24	64	.71	114	.94	164	1.09
15	.26	65	.72	115	.95	165	1.09
16	.27	66	.72	116	.95	166	1.10
17	.29	67	.73	117	.95	167	1.10
18	.30	68	.73	118	.95	168	1.10
19	.32	69	.74	119	.96	169	1.10
20	.33	70	.74	120	.96	170	1.11
21	.34	71	.75	121	.96	175	1.12
22	.35	72	.75	122	.97	180	1.12
23	.37	73	.76	123	.97	185	1.13
24	.38	74	.76	124	.97	190	1.14
25	.39	75	.77	125	.98	195	1.14
26	.40	76	.77	126	.98	200	1.15
27	.41	77	.78	127	.98	205	1.15
28	.42	78	.78	128	.99	210	1.16
29	.43	79	.79	129	.99	215	1.16
30	.44	80	.80	130	.99	220	1.16
31	.45	81	.80	131	1.00	225	1.16
32	.46	82	.80	132	1.00	230	1.17
33	.47	83	.81	133	1.00	235	1.17
34	.48	84	.81	134	1.01	240	1.17
35	.49	85	.82	135	1.01	250	1.18
36	.50	86	.82	136	1.01	260	1.18
37	.51	87	.83	137	1.02	270	1.19
38	.52	88	.84	138	1.02	280	1.19
39	.53	89	.84	139	1.02	290	1.20
40	.54	90	.85	140	1.03	300	1.20
41	.54	91	.85	141	1.03	310	1.21
42	.55	92	.86	142	1.03	320	1.21
43	.56	93	.86	143	1.04	330	1.22
44	.56	94	.86	144	1.04	340	1.22
45	.57	95	.87	145	1.04	350	1.23
46	.58	96	.87	146	1.05	360	1.23
47	.59	97	.88	147	1.05	370	1.24
48	.60	98	.88	148	1.05	380	1.24
49	.61	99	.89	149	1.06	390	1.25
50	.62	100	.89	150	1.06	400	1.25

150 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
1	.03	51	.57	101	.82	151	1.00
2	.04	52	.58	102	.83	152	1.01
3	.05	53	.58	103	.83	153	1.01
4	.07	54	.59	104	.84	154	1.01
5	.08	55	.59	105	.84	155	1.02
6	.10	56	.60	106	.85	156	1.02
7	.12	57	.60	107	.85	157	1.02
8	.13	58	.61	108	.86	158	1.03
9	.14	59	.62	109	.86	159	1.03
10	.15	60	.62	110	.86	160	1.03
11	.17	61	.63	111	.87	161	1.04
12	.19	62	.63	112	.87	162	1.04
13	.20	63	.64	113	.88	163	1.04
14	.21	64	.65	114	.88	164	1.05
15	.22	65	.65	115	.88	165	1.05
16	.24	66	.66	116	.89	166	1.05
17	.25	67	.66	117	.89	167	1.06
18	.26	68	.67	118	.89	168	1.06
19	.27	69	.67	119	.90	169	1.06
20	.28	70	.68	120	.90	170	1.06
21	.30	71	.68	121	.90	175	1.07
22	.31	72	.69	122	.91	180	1.08
23	.32	73	.69	123	.91	185	1.09
24	.33	74	.70	124	.92	190	1.10
25	.34	75	.70	125	.92	200	1.11
26	.35	76	.70	126	.92	210	1.11
27	.36	77	.71	127	.93	215	1.11
28	.37	78	.71	128	.93	220	1.12
29	.38	79	.72	129	.94	225	1.12
30	.39	80	.72	130	.94	230	1.12
31	.40	81	.73	131	.94	235	1.12
32	.41	82	.73	132	.95	240	1.13
33	.42	83	.74	133	.95	250	1.13
34	.43	84	.74	134	.95	260	1.14
35	.43	85	.75	135	.96	270	1.14
36	.44	86	.75	136	.96	280	1.15
37	.45	87	.76	137	.96	290	1.15
38	.46	88	.77	138	.97	300	1.16
39	.47	89	.77	139	.97	310	1.16
40	.48	90	.78	140	.97	320	1.17
41	.49	91	.78	141	.98	330	1.17
42	.50	92	.79	142	.98	340	1.18
43	.51	93	.79	143	.98	350	1.18
44	.52	94	.80	144	.99	360	1.19
45	.52	95	.80	145	.99	370	1.19
46	.53	96	.80	146	.99	380	1.20
47	.54	97	.81	147	.99	390	1.20
48	.55	98	.81	148	1.00	400	1.21
49	.56	99	.82	149	1.00		
50	.56	100	.82	150	1.00		

Table 2-8. Lot Depth Tables (175 and 200 Feet Standard Depth)

175 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
10	.16	90	.77	170	.99	300	1.09
15	.23	95	.79	175	1.00	320	1.10
20	.29	100	.81	180	1.00	340	1.11
25	.34	105	.83	185	1.01	360	1.11
30	.38	110	.85	190	1.02	380	1.12
35	.43	115	.87	195	1.02	400	1.12
40	.48	120	.88	200	1.03	420	1.13
45	.52	125	.89	210	1.03	440	1.13
50	.56	130	.91	220	1.04	460	1.13
55	.59	135	.92	230	1.05	480	1.13
60	.62	140	.94	240	1.05	500	1.13
65	.65	145	.95	250	1.06	520	1.14
70	.68	150	.96	260	1.07	540	1.14
75	.70	155	.97	270	1.07	560	1.15
80	.73	160	.98	280	1.08	580	1.15
85	.75	165	.98	290	1.08	600	1.16

200 Feet Standard Depth

Depth	Factor	Depth	Factor	Depth	Factor	Depth	Factor
10	.13	110	.77	210	1.01	330	1.10
15	.18	115	.79	215	1.02	340	1.10
20	.24	120	.81	220	1.02	350	1.11
25	.29	125	.82	225	1.03	360	1.11
30	.33	130	.84	230	1.03	370	1.12
35	.36	135	.85	235	1.04	380	1.12
40	.40	140	.87	240	1.04	390	1.13
45	.44	145	.88	245	1.05	400	1.13
50	.48	150	.89	250	1.05	420	1.14
55	.51	155	.91	255	1.06	440	1.14
60	.54	160	.92	260	1.06	460	1.15
65	.57	165	.93	265	1.06	480	1.15
70	.59	170	.94	270	1.07	500	1.15
75	.62	175	.95	275	1.07	520	1.16
80	.64	180	.96	280	1.07	540	1.16
85	.67	185	.97	285	1.08	560	1.16
90	.69	190	.98	290	1.08	580	1.17
95	.71	195	.99	300	1.08	600	1.17
100	.73	200	1.00	310	1.09		
105	.75	205	1.01	320	1.09		

Determining Influence Factors for Platted Lots

When the township assessor establishes base rates for a neighborhood, the assessor establishes rates for a base lot. The calculated value of this base entity becomes the standard to which all remaining lots within the neighborhood are compared. Often there are conditions peculiar to specific lots within a neighborhood that must be analyzed on an individual basis. These conditions require the assessor to make an adjustment to the value of the lot. This adjustment is an influence factor.

An influence factor represents the composite effect that influences the value of certain lots within the boundaries of an entire neighborhood. It is expressed as a percentage. The percentage is obtained by comparing the estimated dollar amount of the adjustment to the estimated value of the lot. This ratio is converted to a percentage. If the ratio represents a negative amount, a negative influence factor percentage is applied to the subject land. If the ratio is a positive amount, a positive influence factor is applied to the subject land.

The examples in the sections below illustrate how to identify and calculate influence factors for platted lots.

Adverse Topography Example

In Neighborhood #1, the lots measure 60 feet by 120 feet. The base rate is $200 per front foot. Each lot has an improved value estimate of $12,000 per lot.

On Lot #62 of the subdivision, there is a one family dwelling with a yard that occupies approximately the front 90 feet of the lot. The remaining 30 feet of the lot is a ravine that cannot be utilized. The lot sold for less than the standard lots. The ravine area was the reason for the lower price. Because the area was developed in the 1950s, the original sales information is no longer accessible.

In this case, the assessor may apply an influence factor because of the adverse topography. The assessor estimates the difference in value between this lot and the standard lot as $1,000, or 8 1/3% of the selling price of the standard lots. The assessor applies an 8% influence factor to the subject lot.

Absence of Land Improvements Example

Lot #86 is located in Neighborhood #1. It is the standard lot size and is vacant. There is no water or sewage disposal system installed on the property. The lot value of $12,000, established by the township assessor, represents an improved lot value with either water and sewage utilities, water well and septic system, or a combination of both. Other improvement costs associated with this land are driveways, private walkways, and an allowance for typical landscaping. Because Lot #86 does not have these services, an adjustment or influence factor is necessary.

The assessor surveys the township to determine the amount included in the value of improved land for the various land improvement costs. Improvement costs affect individual lots differently based on the estimated improved land value. For a less valuable area, the influence factor percentage is higher than for a more valuable area because the land improvement cost represents a higher percentage of the total land value.

The township assessor contacted the utility companies servicing this neighborhood and determined that lot owners are charged $900 to tap into the existing systems. The assessor estimated that it costs an additional $700 to run water and sewer lines from the existing utilities to the normal placement of a dwelling of this lot. The total cost to improve this lot with water and sewer for a dwelling is $1,600 ($700 + $900 = $1,600).The cost of installing utilities is depreciated by the assessor in this neighborhood by 50% to obtain a partial adjustment of $800. The assessor estimates that the improvement costs for a residential driveway, typical landscaping, and private sidewalks is equal to $1,000. The total cost attributed to improve a residential lot in this neighborhood is $1,800 ($800 + $1,000 = $1,800). To determine the influence factor, divide the adjustment by the value for the lot before the adjustment ($1,800 ÷ $12,000 = .15 or 15%).

The assessor applies a negative 15% influence factor for “under improved” (code 2) to each vacant lot, until such time when the lot is improved. For each neighborhood, the assessor develops the estimated amount included in the value to improve the land. The deduction for a lack of improvements affects individual lots differently based on the estimated improved land value. For less valuable neighborhoods, the influence factor percentage would tend to be higher than in the more valuable neighborhoods because the land improvement addition increase represents a higher percentage of the total land value.

Excessive Frontage Example

In Neighborhood #1, the standard lot width is 60 feet. The assessor has established a base rate of $200 per front foot. Lot #1 and Lot #2 are not typical lots of the subdivision because they have street frontage equal to 90 feet instead of 60 feet. These lots contain the original subdivision model homes, which were built in the middle of the 90 foot lots.

Neither dwelling design requires 90 feet of frontage. Both dwellings would fit on the 60 foot lots located throughout the subdivision.

The value of a 60 feet lot is $12,000. The 90 feet lots are not worth 50% more than the standard lots. A value of $18,000 for the lots is too high. However, the lots are worth more than $12,000.

The dwellings were built in the middle of the lots. There is a 60 feet lot with two 15 feet strips of land on either side. The 60 feet portion of the lots is comparable to the standard lot established for the area. The two 15 feet strips are classified as excessive frontage. The assessor estimates that these lots are worth approximately $15,000 each. To reinforce this opinion, the assessor calculates the 30 feet of excess frontage at 50% loss of value (30′ x $200 x .50 = $3,000). To determine the influence factor, divide the adjustment by the unadjusted value ($3,000 ÷ $18,000 = .16666 or 16 2/3%). The assessor grants an excessive frontage influence factor of 17% to Lot #1 and Lot #2. This adjustment equals a deduction of $3,060. The land value of each lot is $14,940 ($18,000 – $3,060 = $14,940).

Completing the Land Data and Computations Section of the Property Record Card for Platted Lots

This section describes how to complete the “Land Data and Computations” section of a Property Record Card, shown in Figure 2-17, for a platted lot. The steps describe how to use the front foot method to calculate the value of the lot. The steps for completing the Property Record Card are grouped into two tasks, described in the sections below:

Task 1—Record the necessary data for the lot.

Task 2—Calculate the land value for the lot.

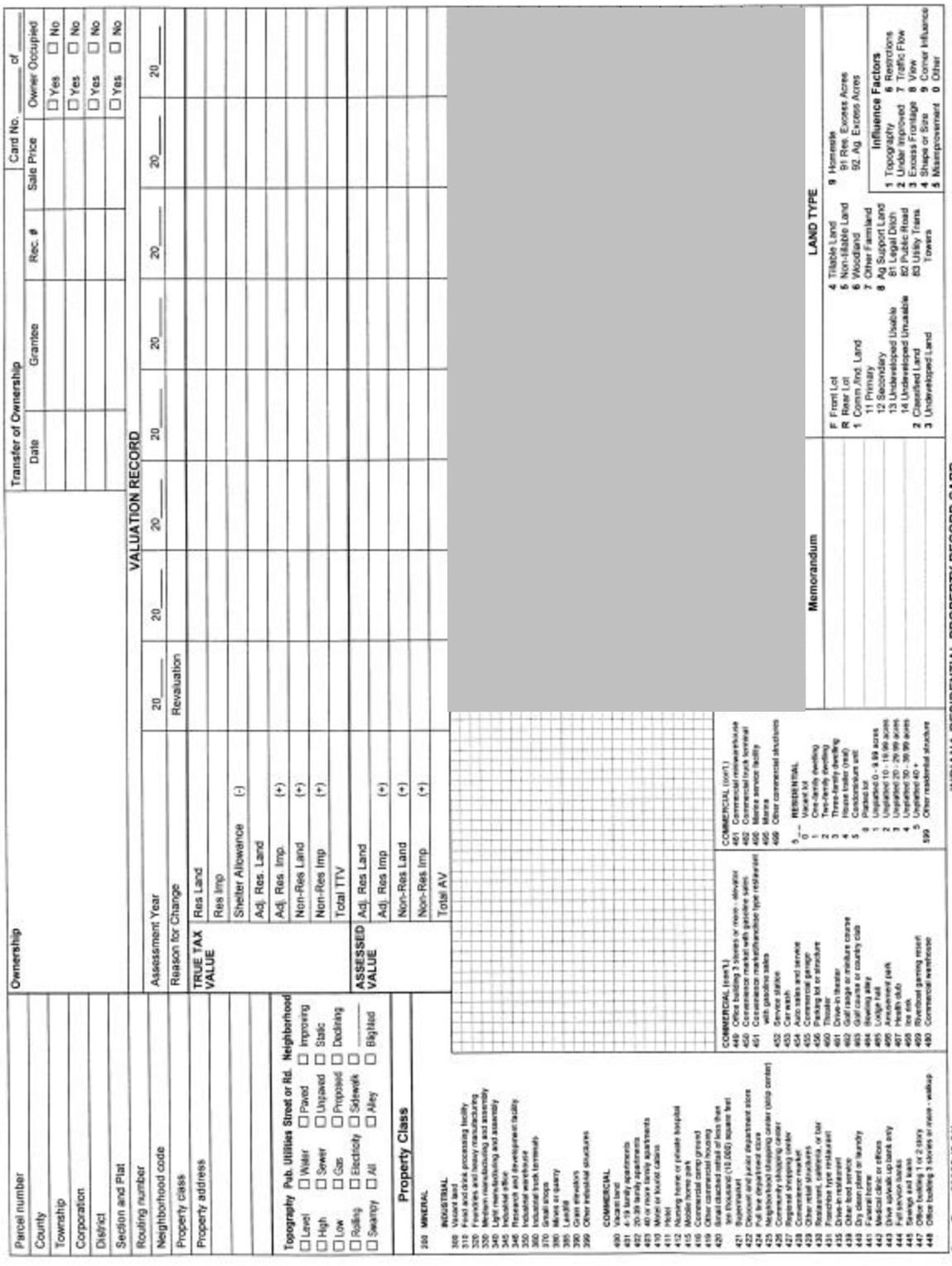


Figure 2-17. Land Data and Computations Section for Platted Lots

Task 1—Recording the Necessary Data

Space is provided on both the residential and the commercial/industrial Property Record Cards to compute the land value of each lot entry for a platted lot. Enter the data into a series of columns using one row per entry. For example, if a lot is composed of a rear lot and a front lot, enter the rear lot and the front lot as separate entries.

To enter the data for a platted lot, perform these steps:

Step 1 In the "Land Type" column, enter the code corresponding to the land type classification of the lot entry. Table 2-9 describes the land type options for platted lot entries.

Table 2-9. Land Type Options for Platted Lots

This option	Indicates
F	The lot fronts the street and is computed as a front lot.
R	The lot has no street access and is computed as a rear lot.

Step 2 In the "Actual Frontage" column, enter the actual front foot dimensions of the lot entry. Round to the nearest 1/10 (.1) foot.

Step 3 In the "Effective Frontage" column, enter either the figured frontage of an irregularly shaped lot or the usable frontage of a lot (as determined by the assessor). Round to the nearest foot. Instructions for determining the effective frontage of a lot are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 4 In the "Effective Depth" column, enter the average or computed depth, as in the case of irregularly shaped lots, or the usable depth (as determined by the assessor). Round to the nearest foot. Instructions for determining the effective depth of a lot are provided in the section ***Establishing the Effective Frontage and Depth of Platted Lots*** in this chapter.

Step 5 In the "Depth Factor" column, enter the depth factor used to adjust the base rate or unit value to account for depth variations from the norm. Instructions for determining the depth factor of a lot are provided in the section ***Determining the Depth Factor for Platted Lots*** in this chapter.

Step 6 In the "Base Rate" column, enter the front foot rate for the area as determined by the township assessor and modified/approved by the Property Tax Assessment Board of Appeals.

Step 7 In the "Influence Factor" column, indicate any condition peculiar to the lot that requires an adjustment to the estimated value to account for variations from the base lot on which the base unit land value for the neighborhood is predicated. Enter a single digit numeric code to indicate the nine most prevalent factors and the other factors (code 0) not indicated elsewhere on the Property Record Card. Any time code 0 is entered, describe the specific factor in the memorandum section on the property record card.

a. Enter the influence code to the left of the brackets.

b. Enter the percentage adjustment to the right of the brackets.

c. Within the brackets, enter a plus (+) to indicate an increase. Enter a minus (–) to indicate a decrease. Table 2-10 describes the influence factor codes. Information about influence factors is provided in the section ***Determining Influence Factors for Platted Lots*** in this chapter.

Table 2-10. Influence Factor Codes for Platted Lots

This code	Indicates
1 Topography	A decrease based on adverse topographical features.
2 Under Improved	A decrease based on the under improvement of landscaping, residential driveways and private walkways, and utility hookups.
3 Excess Frontage	A decrease based on the lower utility value of frontage that is significantly in excess of the base lot frontage.
4 Shape or Size	A decrease based on an irregularity in shape that limits the use of the parcel **or** a decrease for an oversized lot whose variations are not accounted for elsewhere. An increase based on an irregularity in shape that enhances the use of the parcel **or** an increase for an undersized lot whose variations are not accounted for elsewhere.
5 Misimprovement	A decrease indicating a lot that has been valued higher than its current use. The value must be lowered to the level of comparable properties in the subject neighborhood.
6 Restrictions	A decrease based on encumbrances, restrictive covenants, or obstructions that limit the use of the land.
7 Traffic Flow	A decrease to account for the nuisance of significantly heavier traffic flow that affects the base lot and is not considered in the base lot value.

8 View	A decrease to account for variations in view from the subject lot and not from the base lot that detracts from the subject lot. An increase to account for variations in view from the subject lot and not from the base lot that enhances the subject lot.
9 Corner Influence	A decrease to account for building restrictions, such as double set backs and increased traffic flow, that detract from the subject lot and are not considered in the base lot value. An increase to account for building restrictions, such as double set backs and increased traffic flow, that offer commercial benefits and are not considered in the base lot value.

O Other	An influence, not described above, such as the following,. Describe the factor in the memorandum section. ▪ **Golf course**—An increase to account for a particular location enhancement, not characteristic of the base lot. ▪ **Water frontage**—An increase to account for proximity to a water front, not characteristic of the base lot. ▪ **Cul-de-sac**—An increase to account for shape or size enhancements due to a cul-de-sac location, not characteristic of the base lot. ▪ **Location**—An increase or decrease to account for the influence of a particular location and not considered in the base lot. ▪ **Soil conditions**—A decrease to account for adverse soil conditions that prohibit the subject lot being used the same as the base lot. ▪ **Drainage**—A decrease to account for drainage limitations, indicated by standing water, not characteristic of the base lot. ▪ **Flooding susceptibility**—A decrease to account for a lot or a portion of a lot being in a flood plain, not characteristic of the base lot. ▪ **Noise nuisance**—A decrease to account for extraneous noise or other such nuisances not characteristic of the base lot. ▪ **Excess depth**—A decrease to account for a disproportionate frontage depth not accounted for in the size adjustment factor. ▪ **Limited access**—A decrease to account for ingress or egress limitations not characteristic of the base lot.

Step 8 Repeat Step 1 through Step 7 for each lot entry.

Task 2—Calculating the Land Value

Next, use the data that you entered on the property record card to calculate the land value for the platted lot. Perform these steps:

Step 1 Calculate the adjusted rate for the lot entry by multiplying the base rate by the depth factor:

Adjusted rate = Base rate x Depth factor

Round the adjusted rate to the nearest $1 and enter it in the "Adjusted Rate" column.

Step 2 Calculate the estimated value of the lot entry by multiplying the effective frontage by the adjusted rate:

Estimated value = Effective frontage x Adjusted rate

Round the estimated value to the nearest $10 and enter it in the "Estimated Value" column.

Step 3 Calculate the land value of the lot entry by adjusting the estimated value by the influence factor:

Land value = estimated value x (1.00 – Influence factor percentage)

Round the land value to the nearest $10 and enter it in the "Land Value" column.

Note: A positive influence factor would be an addition to the influence factor percentage of 1.00. If there is no influence factor, the land value is the same as the estimated value.

Step 4 Perform Step 1 through Step 3 for each lot entry.

Step 5 Calculate the total residential land value by summing the entries in the "Land Value" column that represent residential land.

Round the total residential land value to the nearest $100 and enter it in the "Total Residential Land Value" cell.

Step 6 Calculate the total non-residential land value by summing the entries in the "Land Value" column that represent non-residential land.

Round the total non-residential land value to the nearest $100 and enter it in the "Total Non-Residential Land Value" cell.

Example: Figure 2-18 shows the dimensions of three lots. The front lot is 100 feet by 100 feet. The rear lot behind it is 100 feet by 120 feet. Another rear lot is located behind the first rear lot. The second rear lot is 100 feet by 140 feet. These lots are in a neighborhood where the standard depth is 100 feet and the base rate is $50 per front foot.

Figure 2–19 shows the "Land Data and Computations" section of a property record card for these lots. This information is used to complete the property record card. As you review this figure, keep in mind the following points:

- The "Land Type" column indicates whether each lot is a front lot or rear lot.
- The actual frontage of each lot is determined from the lot plats.
- The effective frontage and effective depth are calculated following the instructions provided in the section ***Establishing the Effective Frontage and Depth for Platted Lots*** in this chapter.
- The depth factor is determined following the instructions in the section ***Determining the Depth Factor for Platted Lots*** in this chapter.
- The base rate is determined for the neighborhood by the township assessor.
- The adjusted base rate for the front lot is:

  Adjusted base rate = Base rate x Depth factor

  $50 = $50 x 1.00
- The adjusted base rate for the first rear lot is: $50 x .22 = $11.
- The adjusted base rate for the second rear lot is: $50 x .07 = $3.50 = $4 rounded.
- The estimated value of the front lot is:

  Estimated value = Effective frontage x Adjusted rate

  $5,000 = 100′ x $50.
- The estimated value of the first rear lot is: 100′ x $11 = $1,100.
- The estimated value of the second rear lot is: 100′ x $4 = $400.
- Since there is no influence factor for any of the lots, the true tax value of each lot is the same as the lot's estimated value.
- The total residential land value for the parcel is the sum of the land values of the three lots. *In this case the total is considered residential land value because it is less than or equal to one acre.*

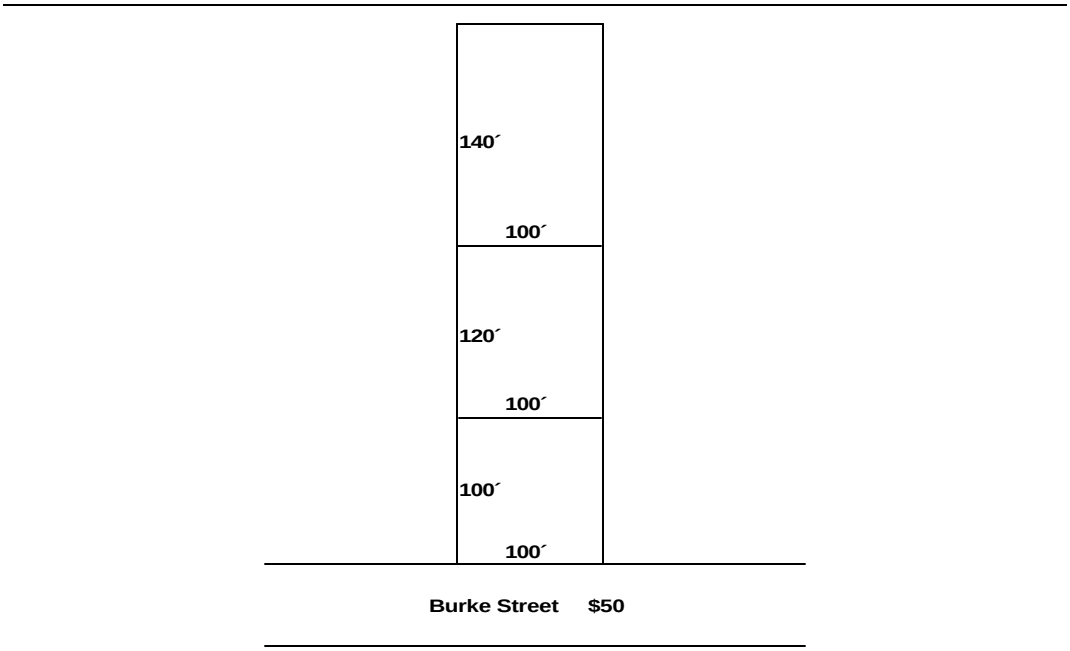
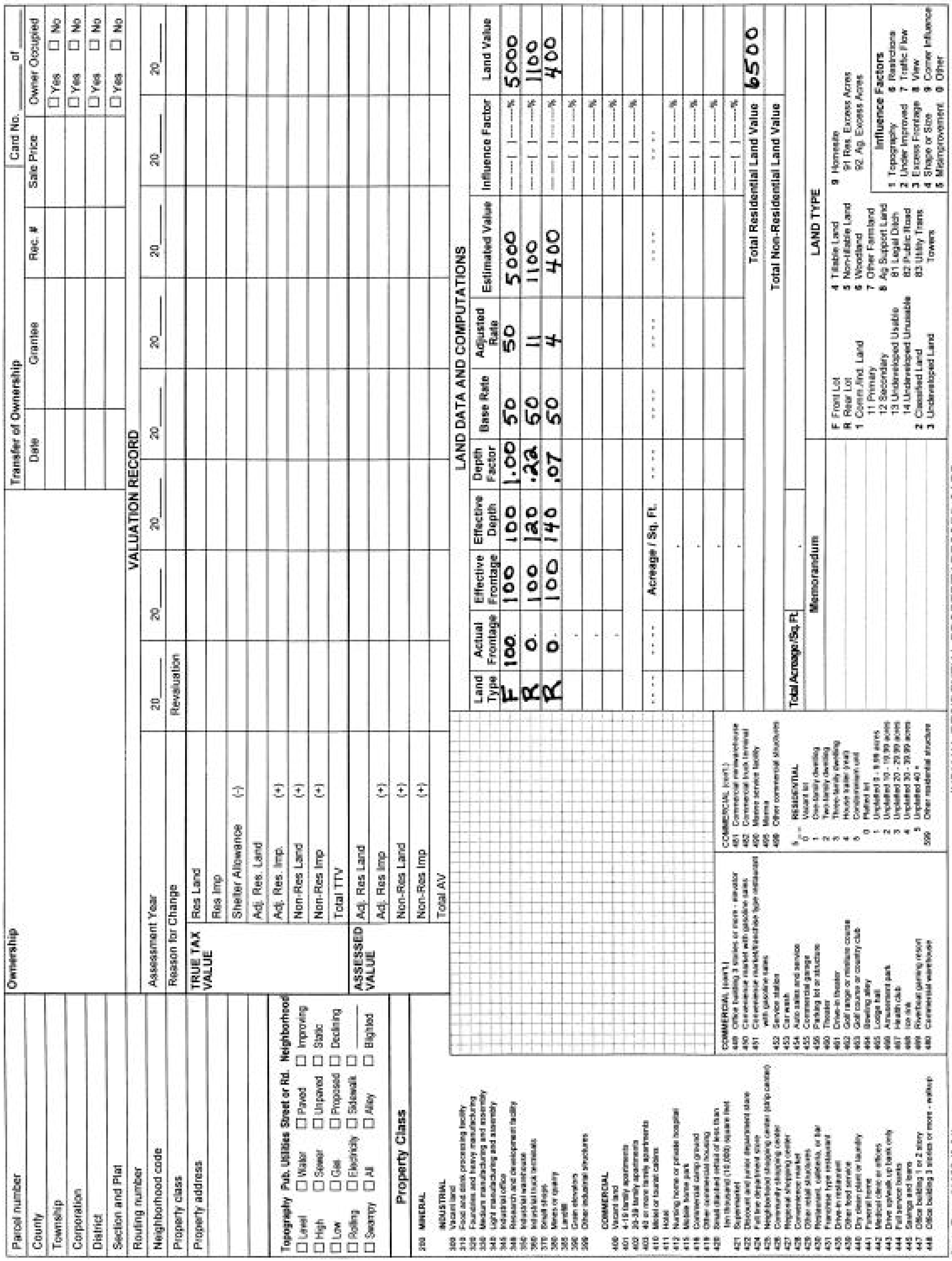


Figure 2-18. Dimensions of Example Lots



INDIANA RESIDENTIAL PROPERTY RECORD CARD

State Form 50055 (2-01)

LAND DATA AND COMPUTATIONS

Land Type	Actual Frontage	Effective Frontage	Effective Depth	Depth Factor	Base Rate	Adjusted Rate	Estimated Value	Influence Factor	Land Value
F	100	100	100	1.00	50	50	5000	%	5000
R	0	100	120	.22	50	11	1100	%	1100
R	0	100	140	.07	50	4	400	%	400

Total Residential Land Value: 6500

Figure 2-19. Land Data and Computations Section for Example Lots